



NAGA LIMITED RETAIL

No-4/213, Pudupatti, Padiyur (P.O.), Dindigul – 624 005



CV : NLRD Department / Accounts Ver : 1

BANK RECONCILIATION STATEMENT

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Get the statement from bank for the previous day & ensure all receipt & payment entry are passed by accounts associate

Splitting the debit / credit transaction & match the book entries with bank statement

If entries not in the book which present in bank statement should pass the necessary entries

Accounts associate should close the entries on daily basis

Accounts manager should cross verify the Book entry vs Bank statement on weekly basis

Monthly BRS report should maintained by associate & filed as a hard copy with manger signature

Accounts manager should had a track record of fund transfer between inter division

SS
22/02/18

J. H...
22/02/18

Prepared by

P...

Verified by

P. Suresh kanna

Accepted by